

## Appendix O.

### Participant Random Assignment Notification Email (English)

## O1. Treatment Group Email Notification

## Treatment Group Email Notification

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Subject Line: Your group assignment for the SCC4 impact study

Dear [PARTICIPANT NAME]:

Thanks again for agreeing to take part in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study and completing your baseline survey.

Because you consented to participating in the study and completed your survey, you were randomly assigned to one of two groups. Below is your group assignment:

You have been assigned to the group that can **receive supports normally offered at [SCC4 COMMUNITY COLLEGE] plus student success coaching and enhanced supports**. This means that a coach will be reaching out to you shortly to set up an initial meeting to talk about your goals, strengths, and needs while you complete your program. They will reach out to you on an approximately monthly basis to check-in and will make referrals to you for different services and resources based on your needs at that time. You will also be eligible to receive coaching and enhanced supports up to six months after you complete your program or through the end of the grant period, whichever comes first.

In fall 2027, the study team will reach out to you to complete a follow-up survey. This survey should take about 15 minutes, and will cover education and training services you received from [SCC4 COMMUNITY COLLEGE] or other community groups. It will also ask about your employment experience and your earnings. Responding to this survey is voluntary. You will receive a \$30 gift card if you choose to respond. Leading up to the follow-up survey, we will text you every six months to ask you for a quick update on your contact information. You may receive this up to four times, depending on when you signed up for the study. For the second and fourth time (if applicable) you respond to this contact information update request, we will provide you with a \$5 gift card.

If you have any questions about the group you were assigned to or the study, you can call the study team at 1-855-282-8493 or email at [SCCNationalEval@mathematica-mpr.com](mailto:SCCNationalEval@mathematica-mpr.com). Thank you again for participating in this study.

We'll be in touch with you again leading up to the follow-up survey!

Sincerely,

Lisbeth Goble  
Survey Director

OMB Control No. 1290-0050 / OMB Expiration Date: January 31, 2029

Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov) and reference

OMB Control Number [1290-0050]. Please do not send your completed survey to this address.

## O2. Comparison Group Email Notification

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## Comparison Group Email Notification

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Subject Line: Your group assignment for the SCC4 impact study

Dear [PARTICIPANT NAME]:

Thanks again for agreeing to take part in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study and completing your baseline survey.

Because you consented to participating in the study and completed your survey, you were randomly assigned to one of two groups. Below is your group assignment:

You have been assigned to the group that can receive supports normally offered at [SCC4 COMMUNITY COLLEGE].

In fall 2027, the study team will reach out to you to complete a follow-up survey. This survey should take about 15 minutes, and will cover education and training services you received from [SCC4 COMMUNITY COLLEGE] or other community groups. It will also ask about your employment experience and your earnings. Responding to this survey is voluntary. You will receive a \$30 gift card if you choose to respond. Leading up to the follow-up survey, we will text you every six months to ask you for a quick update on your contact information. You may receive this up to four times, depending on when you signed up for the study. For the second and fourth time (if applicable) you respond to this contact information update request, we will provide you with a \$5 gift card.

If you have any questions about your random assignment result or the study, you can call the study team at 1-855-282-8493 or email at [SCCNationalEval@mathematica-mpr.com](mailto:SCCNationalEval@mathematica-mpr.com). Thank you again for participating in this study.

We'll be in touch with you again leading up to the follow-up survey!

Sincerely,

Lisbeth Goble  
Survey Director

OMB Control No. 1290-0050/ OMB Expiration Date: January 31, 2029

<p>Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email <a href="mailto:DOL_PRA_PUBLIC@dol.gov">DOL_PRA_PUBLIC@dol.gov</a> and reference OMB Control Number [1290-0050]. Please do not send your completed survey to this address.</p>
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### O3. Ineligible Students Email Notification

## Ineligible Students Email Notification

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Subject Line: You are ineligible to participate in the SCC4 impact study

Dear [PARTICIPANT NAME]:

Thank you for taking the time to complete the baseline survey for the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study. We appreciate your interest in participating.

Based on the information provided, it appears that you are not currently enrolled in a participating program, and therefore are not eligible to take part in this study.

We are grateful for the time and effort you shared with us. Because eligibility requirements were not met, we are unable to provide the \$10 gift card.

We will not contact you about additional study activities. If you have any questions, please reach out to [sccnationaleval@mathematica-mpr.com](mailto:sccnationaleval@mathematica-mpr.com).

Sincerely,

Lisbeth Goble  
Survey Director

OMB Control No. 1290-0050/ OMB Expiration Date: January 31, 2029

Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov) and reference OMB Control Number [1290-0050]. Please do not send your completed survey to this address.

## O4. Treatment Group Passive Opt-Out Email

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## Treatment Group Students Passive Opt-Out Email Notification

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Subject Line: Updates to the consent form for the SCC4 impact study

Dear [PARTICIPANT NAME]:

We have updated the consent form for the SCC4 impact study, which you completed as part of your baseline survey, to note that the evaluation team may share some of your survey responses with staff at [SCC4 COMMUNITY COLLEGE] to help them get in touch with you to provide services and confirm your eligibility for the study. This will only include contact information for you and an alternate contact, date of birth, gender, student ID, and your program name. As previously stated, your data will be kept private and used only for research purposes. No other survey responses related to your services and employment will be shared with [SCC4 COMMUNITY COLLEGE].

If you are opposed to the sharing of the contact information you entered on the survey with staff at [SCC4 COMMUNITY COLLEGE], please let us know. If you have any questions, please reach out to [scnationaleval@mathematica-mpr.com](mailto:scnationaleval@mathematica-mpr.com).

Sincerely,

Lisbeth Goble  
Survey Director

OMB Control No. 1290-0050/ OMB Expiration Date: January 31, 2029

Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov) and reference OMB Control Number [1290-0050]. Please do not send your completed survey to this address.